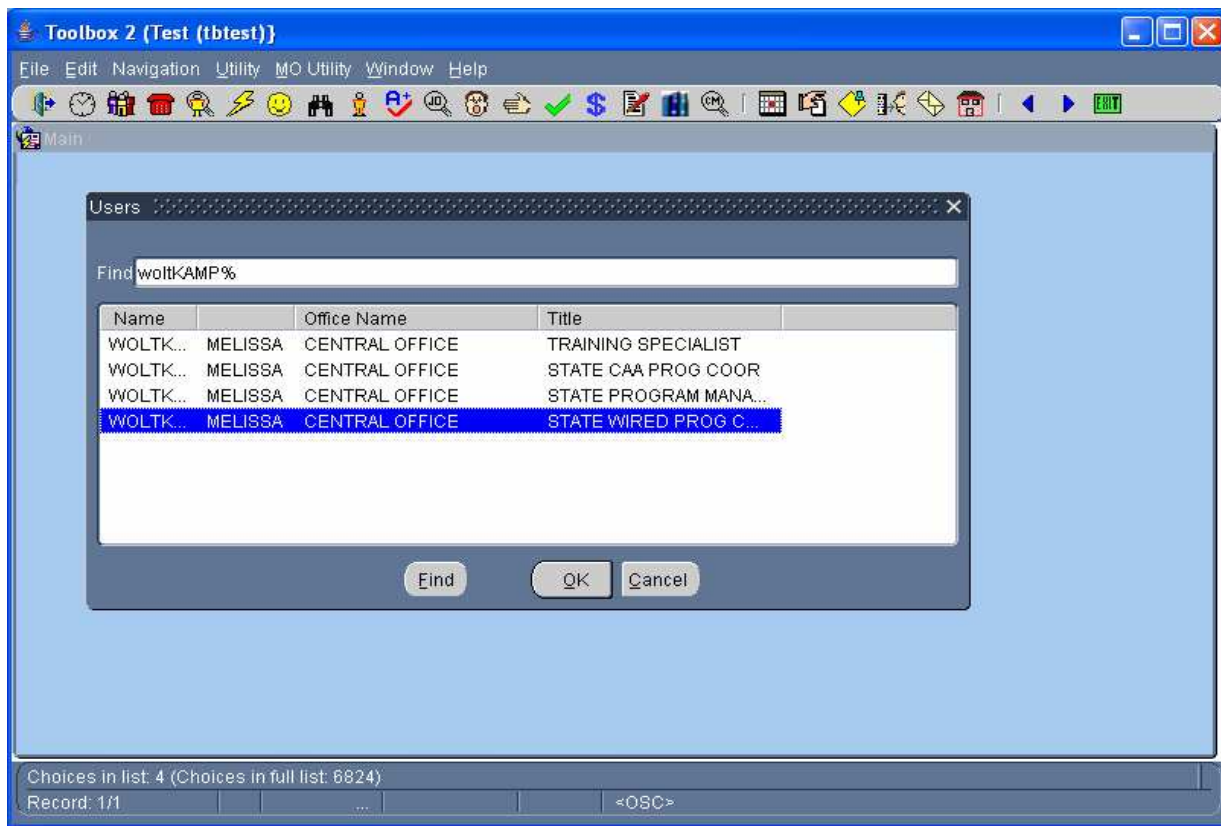


OneKC WIRED Desk Aid Toolbox 2.0



*Figure # 1: Missouri Splash Screen
User Tab*

Step-by-Step:

1. Log on using your WIRED hat.

Toolbox 2 (Test (tbtest)) - Seeker Data Entry

File Edit Navigation Utility MO Utility Window Help

Seeker Entry Screen -

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

Pseudo Last Update: 03/20/08

SSN: [REDACTED] Date: 03/20/08 Entered By: [REDACTED]

Name: IMA L WIRED

Address Line 1 Address Line 2 City St Zip

Mailing Address: 421 E DUNKLIN [REDACTED] KANSAS CITY MC 65109

Street Address: [REDACTED]

Email Address: [REDACTED]

Phone Numbers: Home: 816 [REDACTED] Cell: 573 [REDACTED] Work: 573 [REDACTED] Other: 573 [REDACTED]

Date of Birth: 12/31/1970

Citizen: Y Gender: F

Refugee: [REDACTED] Alien Reg Number: A [REDACTED]

Asylee: [REDACTED] Refugee Entry Date: [REDACTED]

Homeless: N

Hispanic/Latino: N Asylum Granted Date: [REDACTED]

Race Codes: WV

Save Cancel

Record: 1/1 ... <OSC>

*Figure # 2: Seeker Entry Screen
Basic Tab*

Step-by-Step:

2. Enter the applicant basic information (seeker entry screens) as you would for a WIA enrollee. Please note that eligibility verification is not needed.

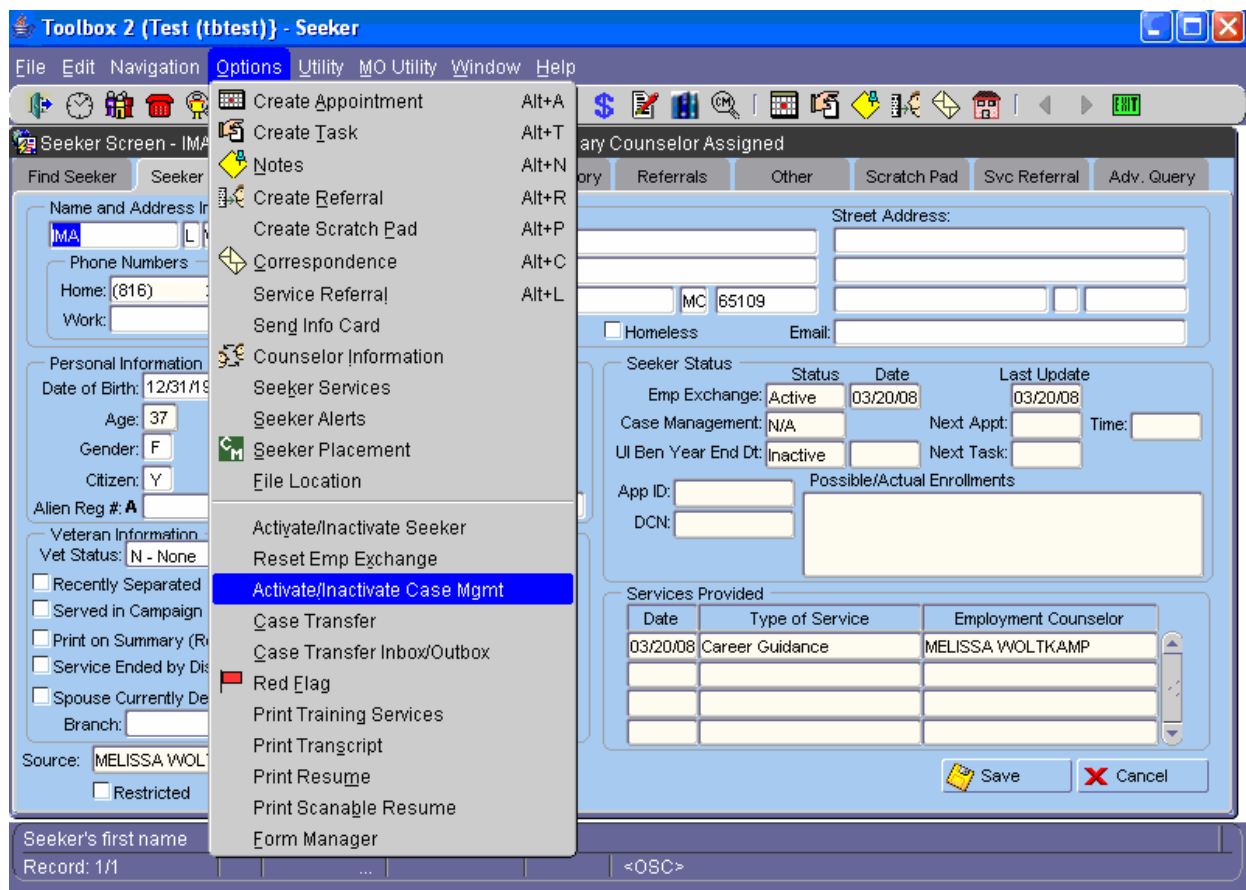


Figure # 3: Options Drop Down

Step-by-Step:

3. Activate Case Management (Located in the options drop down)

Toolbox 2 (Test (tbtest)) - Seeker

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen -

Find Seeker | **Seeker Info** | Des Job Title | Edu/Cert | Work History | Referrals | Other | Scratch Pad | Svc Referral | Adv. Query

Name and Address Information

Name: Mailing Address: Street Address:

Phone Numbers: Home: (816) Cell: Work: Other:

KANSAS CITY MC 65109

☐ Bad Address ☐ Homeless Email:

Personal Information

Date of Birth: 12/31/1970 ☐ In Sc ☒ Search ☐ Share ☐ Undo

Age: 37 Gender: F Citizen: Y

Alien Reg #: A L

Veteran Information


Vet Status: N - None

☐ Recently Separated ☐ Served in Campaign ☐ Print on Summary (Resume) ☐ Service Ended by Disability ☐ Spouse Currently Deployed in Reserves or National Guard

Branch: ☐ Status Verified

Source: ☐ Partial Seeker ☐ Restricted ☐ Secondary Counselor

Forms

 You are about to Activate Case Management IMA L WIRED

OK Cancel

Service History

Date	Type of Service	Employment Counselor
03/20/08	Career Guidance	MELISSA WOLTKAMP

Last Update: 03/20/08

Next Appt: Time:

Next Task:

Enrollments:

Save Cancel

Seeker's first name

Record: 1/1 <OSC>

**Figure #4: Seeker Screen
Case Management Pop-up Screen**

Toolbox 2 (Test (tbtest)) - Seeker

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen -

Find Seeker | **Seeker Info** | Des Job Title | Edu/Cert | Work History | Referrals | Other | Scratch Pad | Svc Referral | Adv. Query

Name and Address Information

Name: Mailing Address: Street Address:

Phone Numbers

Home: (816)827-1020 Cell:

Work: Other:

KANSAS CITY MC 65109

☐ Bad Address ☐ Homeless Email:

Personal Information

Date of Birth: 12/31/1970 ☐ In Sch

Age: 37 ☒ Search

Gender: F ☐ Share

Citizen: Y ☐ Undoc

Alien Reg #: A L

Veteran Information

Vet Status: N - None

☐ Recently Separated

☐ Served in Campaign

☐ Print on Summary (Resume)

☐ Service Ended by Disability

☐ Spouse Currently Deployed in Reserves or National Guard

Branch: ☐ Status Verified

Source: ☐ Partial Seeker

☐ Restricted ☐ Secondary Counselor

Counselor Assignment

Do you want to be assigned as the Primary Case Management Counselor for this seeker?

Yes No

Last Update

03/20/08

Next Appt: Time:

Next Task:

Enrollments

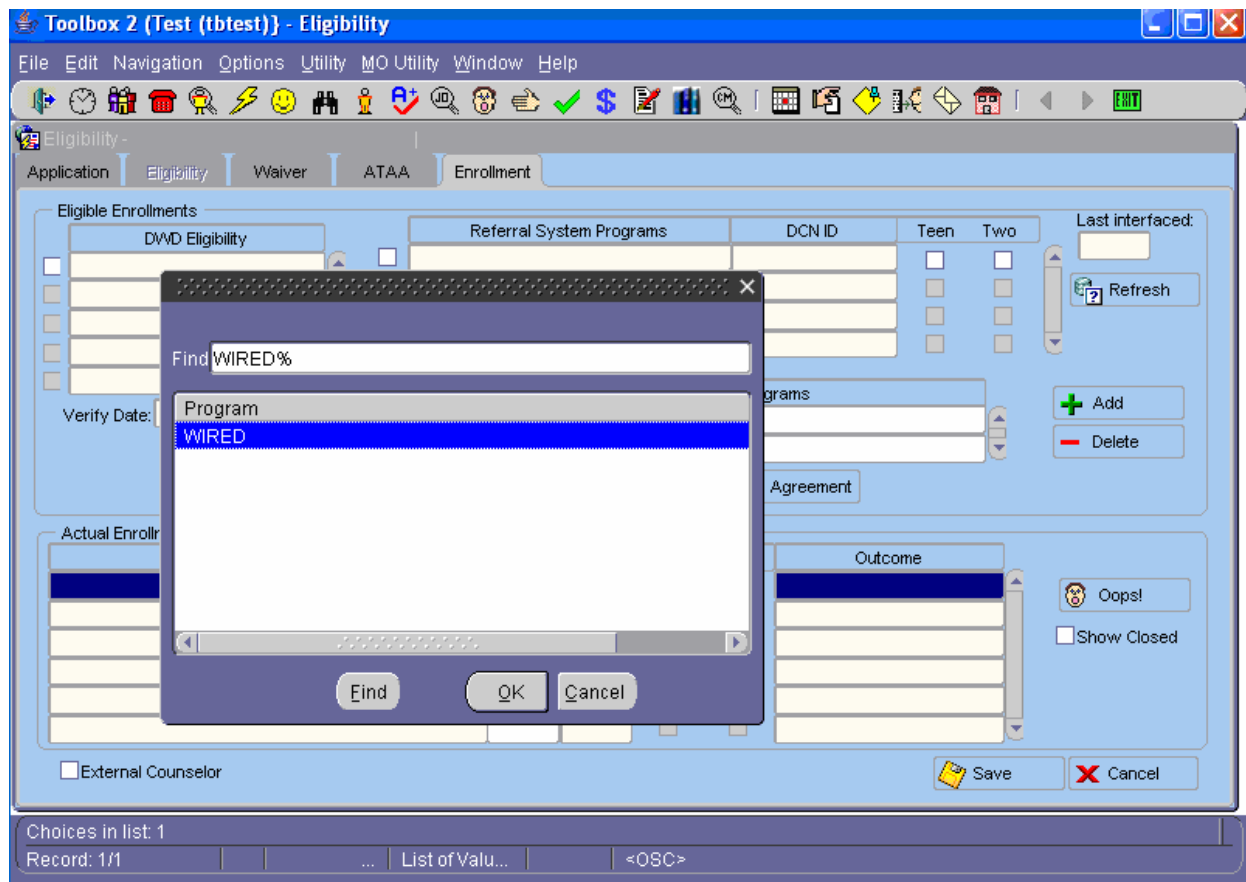
Date	Type of Service	Employment Counselor
03/20/08	Career Guidance	

Save Cancel

Seeker's first name

Record: 1/1 ... <OSC>

**Figure #5: Seeker Screen
Counselor Assignment Pop-up Screen**



*Figure # 6: Eligibility Screen
Enrollment Tab*

Step-by-Step:

4. Go to the Enrollment Screen - Click on the "Other Potential DWD Programs" box - if you have your WIRED hat on it should only give you the option for "WIRED" - click add - it will then ask you WIRED specific questions.

Toolbox 2 (Test (tbtest)) - Eligibility

File Edit Navigation Options Utility MO Utility Window Help

Eligibility - Application Eligibility Waiver

Enrollment Details

WIRE

Industry: Healthcare

Training Activity: Classroom Training

Est. End Dt: 05/01/08

Save Cancel

Eligible Enrollments

DVD Eligibility

Verify Date:

Actual Enrollments

Program	Start Dt	End Dt	Teen	Two	Outcome
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

External Counselor

Save Cancel

Record: 1/1 ... <OSC>

*Figure #7: Eligibility Screen
Enrollment Details Pop-up Screen*

Step-by-Step:

5. Answer the WIRED specific questions, check the box next to WIRED and enroll.

[illegible]

Figure #8: Eligibility Screen Enrollment Tab

Toolbox 2 (Test (tbtest)) - Assessment

File Edit Navigation Options Utility MO Utility Window Help

Assessment -

Employment Education Support System Financial Needs Screening Health/Treatment Basic Skills Tests

Assessment Date: 03/20/08 Last Update Date:

Employment History

Employer	City	St
University of WIRE	Kansas city	MO

+ Add - Delete

Job Title: LPN

Start Date: 01/01 End Date: Months: 72

Per: Hourly Salary: 17.50 Hrs. Wk.: 40

Type: Verified

Job Description:

List duties

Reason For Leaving: Verified Termination

Job Seeking Skills

Do you have a resume?

Which methods worked best for you?

Describe your typical interview

Do you need help preparing for interviews?

Job Keeping Skills

Were you able to get to work on time?

Did you work most scheduled work hours?

Describe your working relationship with your co-workers/supervisor

What type of jobs have you liked in the past and what are you interested in?

Describe what you liked most about your last job

Describe what you liked least about your last job

LMI vs. Potential Earnings:

LMI

Legal

Offender Status:

Bonding Appropriate?

Save Cancel

Record: 1/1 <OSC>

*Figure #9: Assessment Screen
Employment Tab*

Step-by-Step:

6. Complete Employment Plan section.

Toolbox 2 (Test (tbtest)) - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Enrollment Appropriateness **Employment Plan** Progress Closures

Progress Evaluation Notes Training Programs

Actual Start Date: [Calendar Icon]

School Name: [Dropdown]

Other School: [Text Box]

Training Program: [Text Box]

Contact Name: [Text Box]

Contact Phone: [Text Box]

PFS Specific:

Funded Amt: [Text Box]

Pell Grant Amt: [Text Box]

Refund Amt: [Text Box]

Projected Completion: [Text Box]

Actual Completion: [Text Box]

☐ Certificate Obtained

[+ Add] [Delete]

☐ Show Completed

[Save] [Cancel]

Record: 1/1 | ... | <OSC>

*Figure #10: Employment Plan Screen
Progress Tab
Training Programs Tab*

Toolbox 2 (Test (tbtest)) - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Enrollment Appropriateness **Employment Plan** Progress Closures

Progress Evaluation Notes **Training Programs**

Actual Start Date: [Date Picker]

School Name: WEBSTER UNIVERSITY - DOWNTOWN...
Other School: [Text Box]

Training Program: MSN
Contact Name: [Text Box]
Contact Phone: [Text Box]

PFS Specific
Funded Amt: [Text Box]
Pell Grant Amt: [Text Box]
Refund Amt: [Text Box]

Projected Completion: 05/01/08
Actual Completion: [Text Box]
☐ Certificate Obtained [Text Box]

+ Add - Delete

☐ Show Completed

Save Cancel

Transaction complete: 1 records applied and saved.
Record: 1/1 <OSC>

*Figure #11: Employment Plan Screen
Progress Tab
Training Programs Tab*

Toolbox 2 (Test (tbtest)) - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Enrollment Appropriateness **Employment Plan** Progress Closures

Progress Evaluation Notes **Training Programs**

Actual Start Date: [Calendar Icon]

School Name: WEBSTER UNIVERSITY - DOWNTOWN...
Other School: [Text Box]

Training Program: MSN
Contact Name: [Text Box]
Contact Phone: [Text Box]

PFS Specific:
Funded Amt: [Text Box]
Pell Grant Amt: [Text Box]
Refund Amt: [Text Box]

Projected Completion: 05/01/08
Actual Completion: 03/21/08
☒ Certificate Obtained
[Text Box]

+ Add - Delete

☐ Show Completed

Save Cancel

Transaction complete: 1 records applied and saved.
Record: 1/1 ... <OSC>

*Figure #12: Employment Plan Screen
Progress Tab
Training Programs Tab*